








TRAINING PROGRAMS

JANUARY 2007

Date	Time	Class	Cost
8	10:00 – 11:30	Basic American Sign Language 8-Week Course, one session per week: 1/8/07-3/05/07 Participants MUST commit to attend all 8 weeks	Free
9	9:00 - 3:00	CERT: Managing People** 	*See fee below
10	9:00 - 3:00	CERT: Selection & Interviewing** 	*See fee below
11	9:00 –12:00	Record Keeping Guidelines for Occupational Illnesses & Injuries (OSHA) 	Free
16	9:00 - 1:00	CERT: Personnel Rules** 	*See fee below
17	9:00 - 12:00	CERT: Progressive Discipline** 	*See fee below
17	1:00 – 3:00	CERT: Family Medical Leave** 	*See fee below
18	9:00 – 3:30	Performance Management (<u>not</u> part of CERT program) 	Free
23	9:00 - 3:30	CERT: Performance Management** 	*See fee below
24	10:00 – 11:00	Ethics	Free
30	9:00 - 4:00	CERT: Workplace Harassment Prevention** 	*See fee below
31	9:00 - 2:00	CERT: Administrative Investigations** 	*See fee below

NOTES: All classes will be held in the State Conference Center except where noted.



Human Resource Certification Institute (HRCI) Recertification Credits for PHR/SHPR/GPHR assigned to qualifying courses, programs, and special events. For more information you may access to following website:
<http://www.hrci.org/>

***The Comprehensive Employee Relations Training (CERT) program has a fee of \$25.00 for each participant. The fee covers the 8 training sessions inclusive in the CERT program. CERT participants must commit to attend all 8 training sessions.**



****These classes are only offered to SUPERVISORS/MANAGERS AND/OR HUMAN RESOURCES PERSONNEL. Classes that require a fee are noted. Obtain your supervisor's approval to attend. For more information or to register you will need to contact your agency training contact person (ATCP).**